



**Williamson County and Cities Health District
Board of Health Meeting
Thursday, May 16, 2019 6:30p.m.
Round Rock Public Health Center
Scott D. Evans Conference Room
355 Texas Ave., Round Rock, TX 78664**

The meeting was called to order at 6:31 p.m. by Board of Health Chair Marlene McMichael

- 1) Invocation and Pledge of Allegiance
- 2) Roll call was taken
Present: Chair Marlene McMichael, Joanne Land, Mary Faith Sterk, Ehab Kawar, Ed Strout, Joan Maxfield, Ehab Kawar, Derrick Neal
Absent: Ashley Suker
- 3) Acknowledge staff and visitors; hear any comments.
Staff members and visitors present: Carl Shahady, Jonathan Cochran, Deb Strahler, Justine Price, Melissa Tung, Kelli Becerra, Teresa Galindo, Karina Martinez, Lyndsey Clement, Elizabeth Cobb

CONSENT AGENDA

The consent agenda includes items considered to be routine that the Board of Health may act on with one motion. There will be no separate discussion of these items unless requested by a Board director in which event the item will be removed from the consent agenda and considered in its normal sequence on the regular agenda. (Items 4-8)

- 4) Approval of minutes, Regular Meeting, 03-07-2019
- 5) Approval of current investment reports (February and March 2019)
- 6) Approval of FY2019 Quarter 1 Budget to Actual Summary Report
- 7) Approval of Interlocal Agreement with Williamson County for Fall 2019 Influenza Vaccinations for County employees
- 8) Approval of HIPAA Privacy Policy

Motion to approve consent agenda

Moved: Joanne Land
Seconded: Mary Faith Sterk
Vote: Approved unanimously

REGULAR AGENDA

- 9) Executive Director Update
 - Held initial Retail Food Collaborative Meeting in effort to achieve highest level of efficiency with regards to food establishment mandates. Three of seven invited cities attended, and feedback was received from all Williamson County municipalities. Teresa Galindo, EH Director gave an update on staffing and status of retail food program, specifically plan review permitting. Ed Strout asked about automating the application system to require some fields be filled.
 - ED met with Rhonda Mundhenk, ED of the Lone Star Circle of Care in regard to establishing a formal partnership with WCCHD in effort to better serve Williamson County's eligible citizens from both a preventive and treatment perspective. A periodic monthly meeting schedule has been established.
 - ED and staff members have been critical in supporting of various House Bill(s) specifically on Immunization and DSRIP funding. SB 2021 was passed 4/23/19 in committee and has bi-partisan support thus far.
 - Met with Williamson County Human Resources Director with an objective of fully integrating existing time-keeping system to the centralized Kronos system currently hosted by Williamson County. By achieving this objective WCCHD will be able to be more efficient in the management of employee time and associated fringes. At this time significant labor resources are being dedicated to the management of timekeeping.
 - Hosted County Judge Bill Gravell at 355 Texas Ave and provided overview of health district operations. Judge Gravell met with several employees and canvassed the immediate vicinity in discussion of the potential expansion of WCCHD facilities.

No action requested – information only

- 10) Update on the 2019 Community Health Assessment
Every three years, in collaboration with healthcare and public health system partners in Williamson County, WCCHD completes a comprehensive Community Health Assessment (CHA) to inform community-wide health improvement planning and WCCHD's own strategic plan. The 2018 CHA is complete, and at its annual conference on April 24 of Williamson County's wellness coalition, formerly the WilCo Wellness Alliance and now known as Healthy Williamson County, the top five health priorities identified by the CHA were

unveiled. Staff members Kelli Becerra and Melissa Tung presented the 2019 CHA findings.

Board members were asked to contact their member government to inform them of the CHA and possibly present at a city council or commissioners court meeting. Talking points will be sent to the Board next week.

No action requested – information only

11) Discussion and possible action on 2019 strategic planning process proposal

At the March 7, 2019 Board of Health Meeting, the Board discussed options for levels of involvement in the next WCCHD strategic planning process and asked for and update on planning, and what tools will be used. Justine Price presented an outline of proposed timeline for Strategic Planning and asked the Board about their desired amount of participation in the process. Board member Sterk supported the extensive plan. There was discussion on revisiting the Mission/Vision statements, the group agreed that time would be better spent on strategic planning vs mission/vision editing. Justine offered to send out a Doodle poll to schedule three facilitated meetings for the Board to start the process.

No motion – information only

12) Discussion and possible action on grace period variance for new/new owner food establishment permits

Food Inspectors occasionally encounter establishments that have changed ownership and neglected to obtain new permits, resulting in operating without a valid permit. In the past, WCCHD has provided these establishments a letter explaining the need to operate with a valid permit and has historically given the establishment a 10-day grace period to obtain the permit prior to being closed by WCCHD. Exceptions to this grace period may have been made if inspectors discovered gross, unsanitary conditions and/or imminent health hazards. In such cases, establishments are closed immediately to protect the public's health. Given the current workload, WCCHD cannot get a new permit issued in that 10-day time frame. The Executive Director is requesting to grant a temporary operating authority for a certain period of time, and only in situations that pose the least threat to the public's health. The temporary operating authority would be granted on a case-by-case basis. The Board discussed changing the verbiage of "several weeks" to a measurable time such as "up to 21 days, permit application must be submitted by 7th day."

Motion to grant ED temporary operating authority for a certain period of time, and only in certain situations that pose the least threat to the public's health with the change of wording in notification letter from "several" to specific number of calendar days.

Moved: Ed Strout
Seconded: Mary Faith Sterk
Vote: Approved unanimously

13) Discussion and possible action on pursuit of contract for evaluation of personnel positions as exempt or non-exempt from the Fair Labor Standards Act

WCCHD currently classifies only a small portion of its employees as Exempt. WCCHD Administration would like to seek labor law consultation to assure appropriate classifications are designated for job descriptions according to the Federal Fair Labor Standards Act exemption status. The Board requested an update at a future meeting.

Motion to approve contract for evaluation of personnel positions as exempt or non-exempt from the Fair Labor Standards Act

Moved: Mary Faith Sterk
Seconded: Ehab Kawar
Vote: Approved unanimously

14) Discussion and possible action on mid-year evaluation of Executive Director (due 07-28-2019)

Upon the hiring of the new Executive Director, the Board expressed an intention to perform a mid-year evaluation. The Board discussed sending a 10-question staff survey to be consistent with last year's evaluation. Board Chair McMichael requested that specific questions to be asked on a survey should send to her. The evaluation tool was created last year. Staff survey questions should be collected at July meeting. A sub-committee of McMichael, Sterk, Strout was formed to coordinate the survey and review 2018 evaluation tool.

Motion to create an Executive Director performance evaluation sub-committee comprised of Ed Strout, Mary Faith Sterk and Marlene McMichael

Moved: Mary Faith Sterk
Seconded: Ehab Kawar
Vote: Approved unanimously

15) New Business – Derek Neal reported that the Deputy Director job is posted and there is an all staff meeting May 31.

16) Set next meeting date, place, agenda (Thursday, July 18, 2019, 6:30 p.m., Evans Conference Room, Round Rock Public Health Center)

19) Adjourn

Board Chair McMichael adjourned the meeting at 8:35 p.m.

Recorded by: Deb Strahler
Deb Strahler

Reviewed by: Mary Faith Sterk
Mary Faith Sterk, Secretary